



A Community of Solutions

Client Notice of Rights/Confidentiality for the Safe Relationships Division

As a client of Safe Relationship/Family Services, you have the following rights regarding the confidentiality of your personal information and communications with Safe Relationships/ Family Services staff and volunteers:

1. The information that you provide to Safe Relationships/Family Services will be kept confidential to the greatest extent allowed by law.
2. You may choose what information you want to provide to Safe Relationships/Family Services. You will not be denied access to services if you choose to not provide certain identifying information.
3. The information that you provide to Safe Relationships/ Family Services, including your name, address, phone number, and other personal information will not be shared with other individuals or agencies without your permission.
4. Safe Relationships/Family Services staff may be required by law to report certain situations even if you don't give them permission to share or report the situations, such as suspected child abuse or neglect, threats to self or others, elder or at risk adult abuse, commission of a crime or a civil claim against the Safe Relationships/Family Services. Staff and advocates will inform you of any reporting requirements prior to having conversations with you and will tell you when they must make a report and what information will be shared. Even when these reports are made, Safe Relationships/Family Services should not share information beyond what is required by law.
5. Some general information about the types of services provided and overall demographics (e.g., age and income ranges, average number of children, ethnicities) of people that use Safe Relationships/Family Services' services must be shared with the agencies that fund Safe Relationships/Family Services. However, information that specifically could identify **you** as someone who used Safe Relationships/Family Services' services will never be shared unless specifically authorized in writing by you.
6. After your intake with Safe Relationships/Family Services, you may choose to be referred to other agencies for additional help and support. You can decide how much or how little of your personal information Safe Relationships/Family Services will or will not be shared with other agencies.. If you later decide that you don't want the information you have provided to be shared, you can request that additional information not be shared.
7. If you have any questions or concerns about this notice or your rights, or if you have a concern that your confidential information was not treated appropriately, please contact the program director.

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